



POLICY AND FINANCE COMMITTEE

**Minutes of the Meeting held on Wednesday 4 Sept 2019
at CIWEM, 106-109, Saffron Hill, Farringdon, London, EC1N 8QS**

Present: Tim Farr (Chair)

Peter Bateson (PB) (Ex Officio), Frances Bowler (FB), Robert Caudwell (RC), Karen Daft (KD), Nigel Everard (NE), Jane Froggatt (JF), Matthew Harrison (MH), Rachael Hill (RH), Andrew McGill (AM), Lorna McShane (LM), Bill Symons (BS),

Apologies: Angela Cowen (AC), John Cooke (JC), Phil Winrow (PW), Carol Tidmarsh (CT) (Defra), Innes Thomson (ITh)

In Attendance: Sofi Lloyd (SL), Ian Moodie (IM), David Sisson (DS).

Ref	Minute	Action
1501	<p>Apologies and welcome TF welcomed committee members and SL to her first meeting as ADA's Technical Officer.</p>	
1502	<p>Declarations of interest None noted.</p>	
1503	<p>Approval of minutes: Minutes of the meeting held on 4 June 2019 were agreed as a true and fair record by the committee present.</p>	
1504	<p>Matters arising The Committee noted the actions reported as completed following the previous meeting, no further matters were raised from the previous meeting that were not covered on the agenda.</p>	
1505	<p>ADA updates</p> <p>a) 2019 Income, Expenditure, Bank Balance & Debtor updates IM presented a financial summary as at 31 July 2019 to the Committee.</p> <p>IM noted that there remained monies owing to ADA from FLOODEX 2019, in relation to staff costs and production of the event show guide. These were to be invoiced for by the ADA office shortly. IM also pointed out to the committee the overspend in staff costs against the original budget for the year.</p> <p>b) ADA Budget 2020</p>	

<p>IM: ADA will be taking a prudent approach to 2020 budget and will be allowing approx. £10k and staff time for HS&W work in 2020. It is proposed to once again put forward a small budget deficit for 2020. A draft budget will be submitted to the Board for their discussion and approval in October.</p> <p>c) IDBs’ Health, Safety & Welfare (HS&W) Survey 2018</p> <p>IM presented to the Committee the draft Advice Note of the Survey’s findings and focused on the recommendations it contained for IDBs and ADA.</p> <p>The Committee supported ADA holding training events for IDBs, targeted at board members, on health, safety and welfare in 2020, to provide encouragement to ensure all IDBs have appropriate policies, processes and trained staff in place. These workshops should be held in a similar format to those on governance and accountability in 2019.</p> <p>The Committee discussed whether ADA should look at commissioning an outsourced training platform made available to IDBs.</p> <p>RH offered to inquire whether the Environment Agency could provide ADA with their internal guidance to work in relation to defining near miss incidents and whether their training to staff could be extended to IDBs.</p> <p>Action: RH to make inquiries in relation to near miss reporting and HS&W training within the Environment Agency.</p> <p>d) ADA Business Plan 2020-2023</p> <p>IM presented an early draft of ADA’s Business Plan for 2020 to 2023 compared against the existing plan (2017-2020). It was proposed to be issued to the ADA Board for approval at their February 2020 meeting.</p> <p>The Committee supported the Plan having a more streamlined format and ensuring that ADA involves different Board and Committee members in the development of the 2020 plan than were involved last time, for the sake of benefiting from a fresh pair of eyes and views.</p> <p>e) ADA Governance – Independent review of salaries and expenses</p> <p>IM presented a paper prepared by IT. Previous auditor Reports to Management have suggested the need for ADA to establish more formal check and review procedures for its finances and payroll services.</p> <p>The proposal suggested providing a periodic independent review of various financial aspects of ADA’s everyday business with the general intention that a small sub-group of this Committee reviews and examines financial, audit and governance matters in more detail, and make recommendations to the ADA Board for their approval. Previously functions undertaken by the Chief Executive for the ADA Board.</p> <p>The Committee felt that the oversight should predominantly remain with the Chief Executive and expenses should perhaps be reviewed annually by one of</p>	<p>RH</p>
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	<p>three non-salaried Committee members.</p> <p>Action: IT to make modifications to the proposal before presentation to the ADA Board.</p>	<p>IT</p>
<p>1506</p>	<p>Committee Workstreams 2019</p> <p>a) Educational Resources</p> <p>IM reported that ADA had recently met with LEAF Education and the two consultants who would be undertaking the development of the schools activities. They had proposed changing the focus of the project to secondary school pupils from Key Stage 2, which ADA had agreed to. A visit to the Somerset Levels was being arranged for the consultants to give them a better understanding of lowland water level management. The work is set to be completed by Summer 2020 with the resources published on www.countrysideclassroom.org.uk</p> <p>Some Committee members expressed concern that Somerset was not necessarily representative of the majority of IDBs, and would prefer the consultants to visit Lincolnshire as well given the £1.5k contribution by ADA's Lincolnshire Branch.</p> <p>Action: IM to investigate practicalities and costs of arranging a second field visit to Lincolnshire and two nights of accommodation for both consultants.</p> <p>RH noted the need to boost the profile within the industry of the Flood Degree and Foundation degree programme at Brunel University that is supported by the Environment Agency.</p> <p>RH also highlighted the Water Environment Worker apprenticeship scheme that was about to be launched. Carrie-Anne Morgan from the Somerset Consortium of Drainage Boards had been assisting with its development to help ensure it was relevant to a wider range of risk management authorities.</p> <p>SL had never informed about IDBs, or their potential as an employer, during her recent time at University studying an environmental and ecological BSC with a significant module in water level management. Demonstrated the need to raise the profile of IDBs across education. Would be worthwhile identifying those higher education institutions that offer courses to which water level management is relevant, and approach them to see if ADA or members could visit and speak with students.</p> <p>RC suggested promotion of water level management within higher education should be the focus of an ADA Workstream in 2020.</p> <p>b) Developer Contributions</p> <p>IM reported that this Workstream was developing a Guidance Pack of Advice Notes containing examples of good practice and procedures from IDBs, including:</p>	<p>IM</p>

- Development contribution rates and calculation methodologies,
- Pre-application advice to developers on byelaws and land drainage consenting procedures,
- Procedures for the adoption of FRM and WLM assets by IDBs, and a methodology for calculating commuted sums based on one prepared and updated by the Water Management Alliance.

c) Byelaw Enforcement

The Committee focused on updates needed to the current set of Defra model byelaws for IDBs. It was noted that IDBs were seeking revisions in three key areas:

- Clause 2(b) that limits the application of the byelaws to only watercourses under the control of an IDB, rather than other flood risk management infrastructure such as attenuation ponds or features.
- Clause 3 that limits IDBs control over the introduction of water and increases to flows or volume to those involving development (as defined by section 55 of the Town and Country Planning Act 1990). This potentially enabled the increased risk from flooding in relation to non-development changes by land occupiers, without recourse by an IDB.
- Inconsistency between clauses 10 and 17 with regards to fencing/structures within 9 metres of the edge of a watercourse that potentially resulted in a loophole for developers and landowners.

IM noted that further work was needed by ADA and IDBs in this area to illustrate the concerns raised regarding the existing byelaws. Until then many IDBs had chosen to retain byelaws based on previous models prepared by MAFF. This explained the statistics in the most recent IDB1 return that showed a relatively low uptake of new byelaws by IDBs.

d) Data & Evidence

SL updated the Committee on progress to take forward this workstream. SL had analysed IDB1 form data from 2017-18, and had identified some interesting figures comparing IDBs within consortia arrangements and independent IDBs. Defra had also recently undertaken their own analysis of IDB1 data from 2017-18 and written to IDBs regarding this analysis. The Committee was asked for views on what information they would like to draw out of further IDB1 analysis.

The Committee wanted to ensure that the analysis was not used to compare individual IDBs, but to provide broader ranges of data to assist IDBs wanting to benchmark their own performance. In relation to expenditure it was noted that it appeared that a number of IDBs had not recorded all costs associated with biodiversity against this heading. It demonstrated the need for better guidance to accompany the IDB1 form to ensure greater consistency and comparability. ADA would like to work with Defra to improve the questions and guidance within the IDB1 form and produce a worked example to assist IDBs with completion.

SL also reported that ADA was working on using the compiled boundaries of IDBs in England to derive geospatial information, principally about the length

	<p>and area of land, property, and infrastructure falling within internal drainage districts. ADA was investigating different GIS applications (such as QGIS) through which ADA could compare GIS datasets. ADA was still seeking permissions from the final few IDBs needed in order to publish the dataset under an Open Government Licence. ADA's ability to undertake further geospatial work would be significantly limited until these permissions were received.</p> <p>Action: SL to send to Committee members a draft version of IDB1 analysis.</p>	<p>SL</p>
<p>1507</p>	<p>Updates from Defra and Environment Agency</p> <p>RH provided an update that Defra would be moving forward with an updated FCERM policy as soon as they are able, and the National FCERM Strategy would follow this. Shoreline Management Plans and Flood Risk Management Plans were also being updated. Funding announcements for FCERM were expected following the one-year Fund Round of spending by the Treasury.</p> <p>A recovery fund for farmers affected by flooding in Lincolnshire (Wainfleet) and the Yorkshire Dales.</p> <p>A number of PSCAs were up for renewal between IDBs and the Environment Agency, these were to be updated to the latest version of the agreement, which contained revised of which the CDM part of PSCA's has been updated and has more guidance to it</p> <p>The Committee discussed the renewal of PSCAs with some members noting that they had not yet been approached to get their IDB's PSCA updated, and so were operating in good faith on the basis of the outdated ones. RH encouraged IDBs needing to update their current PSCA to contact their local Environment Agency area team and James Yarham.</p> <p>The Committee noted concerns that some Environment Agency Area teams were treating IDBs as contractors rather than partner risk management authorities, requesting IDBs to provide 24/7 responsibility for works, with 24-hour callout requirements.</p> <p>RH noted that PSCAs, and in particular those deemed to be high risk or of high value were being scrutinised at the moment by the Environment Agency's internal commercial team. They were looking at variability between planned and delivered works. Work was needed to better define the parameters or criteria for PSCAs.</p> <p>Action: RH/IM/James Yarham to arrange a specific meeting on PSCA arrangements between Environment Agency and a small representative group of IDBs.</p>	<p>RH/IM</p>
<p>1508</p>	<p>ADA Events</p> <p>IM reported on the following upcoming ADA events.</p>	

	<p>a) EUWMA 2019 ADA would be hosting the annual meeting of EUWMA in York on 9 September 2019, followed by a formal dinner at the York Mansion House and a visit for EUWMA delegates organised by the Ouse & Humber Drainage Board. In assuming EUWMA's presidency, ADA would be encouraging work around the theme of 'multifunctional water management' in 2020, a mid-term EUWMA meeting to be held in Norfolk/Suffolk would be held in May 2020.</p> <p>b) Conference & AGM 2019 The Conference would be held at One Great George Street, Westminster on 13 November 2019. Delegate prices remained the same as for 2018 (£125+VAT), but ADA has now introduced a non-member delegate rate (£187.50+VAT) at 150% of the members rate. The Conference lunch was now scheduled to conclude at 15.00 and speaking slots would be limited to the Thomas Telford Theatre owing to the poor acoustics of the Great Hall. Speakers were confirmed as Neil Parish MP (EFRA Committee), Stuart Roberts (NFU) and Julie Fowley (Environment Agency).</p> <p>c) FLOODEX 2020 Preparations were well underway for FLOODEX 2020 on 26-27 February 2020 once again at the Peterborough Arena. ADA was working on a substantially revamped FLOODEX website and was working on the seminar speaking programme.</p> <p>Action: Committee members to inform IT of suggestions for high quality speakers they would like to see at FLOODEX 2020.</p>	<p>ALL</p>
<p>1509</p>	<p>Committees & Workstreams 2020 The Committee approved the dates for Committee meetings in 2020: 13.45-16.00, Weds. 8 January 2020, CIWEM, Farringdon, London 11.00-15.00, Weds. 3 June 2020, CIWEM, Farringdon, London 11.00-15.00, Weds. 16 September 2020, CIWEM, Farringdon, London</p> <p>IM reported that FB and JF were coming to the end of their current term on the Committee at the start of 2020. The Committee also had a vacancy for a representative from an RFCC. ADA would be seeking new applicants for the Committee in the autumn and those at the end of their terms were welcome to reapply.</p> <p>The Committee suggested the following potential topics for workstreams in 2020: - Engaging higher education with water level management</p> <p>Action: Committee members to develop ideas further for workstreams in 2020.</p>	<p>All</p>
<p>1510</p>	<p>De-maining – What next? Discussion of this item was deferred to the conclusion of the meeting. Some Committee members had to leave to catch trains prior to this item.</p>	

RH reported that through the Rationalising the Main River Network (RMRN) project 63.8km of 16 watercourses had been de-mained and transferred to the management of the local IDB, along with 28 assets and 32 hectares of land. A briefing had been prepared for ministers by the Environment Agency highlighting lessons learned and changes for policy coming out of the pilot projects.

It was clear that having PSCAs in place had made the process easier, but that there was not currently a statutory transfer scheme for assets and land between risk management authorities which would facilitate greater local decision making and action.

It was noted that no lengths of watercourse were able to be transferred to local authorities and splits in the functions, powers and duties for local authorities in relation to flood risk management were noted as a contributing factor to this.

This lessons learned were being taken to the Environment Agency's internal business board in relation to discussions around maintenance prioritisation, and a position paper has been requested on this topic.

No decision has been taken yet on future de-mainments, however no significant national programme of de-maining coming forward was currently foreseen although de-maining would be supported where there are strategic targeted needs (e.g. Isle of Axholme Strategy). Process guidance documents were being prepared by the Environment Agency.